

~~CONFIDENTIAL~~

E 06-187

12 DEC 1955

MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Recording Fitness Reports on Machine Records in Office  
of Training


1. Pursuant to a decision made by the Career Council during 1954 when the first Fitness Report was approved for Agency use, the Chief, Assessment and Evaluation Staff, Office of Training, has provided research on the evaluation system for the Director of Personnel. The revised Fitness Report is in large measure a product of the Chief, A&E Staff based on this research.

2. In order to facilitate this research program during the last twelve months, the Office of Personnel has coded and entered data from the Fitness Reports on record sheets. The material has then been key punched to IBM cards by the Machine Records Division, Comptroller's Office. These IBM cards have been used by the A&E Staff for research purposes. The clerical coding operation involved in this procedure has been very heavy and has been accomplished by the Personnel Assignment Division as added workload to their normal procedures of coding qualifications of applicants and employees for entry to IBM records.

3. It is now recommended that the coding of Fitness Reports to IBM cards be accomplished by direct key punch procedures and that this operation be done in the A&E Staff where the end product is used. It is believed that this procedure will be more efficient. Recommend consideration be given to additional personnel for the A&E Staff for this purpose.

4. In view of the fact that the original coding operation was assumed by this Office with no increase of staff and that it has been accomplished at the expense of other operations in the Personnel Assignment Division, and that only with short term assistance of "cleared" personnel awaiting assignment after entrance on duty and orientation, no reduction in the Division is considered desirable to offset the shift of responsibilities.

Matthew Baird  
Director of Training

  
Harrison G. Reynolds  
Director of Personnel

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<b>CENTRAL INTELLIGENCE AGENCY</b> <b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	INITIALS	DATE
1	Chief, Management Staff 119 [REDACTED]		
2			
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

Remarks:

*Classified*

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DATE

Director of Personnel

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FORM NO.  
1 APR 55

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Replaces Form 30-4  
which may be used.

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